Electronic Records System (ERS) Application Form

Directions: Please complete this form and email using the "Click to Submit" button below; fax to ERS Registrar at (651) 848-1098; or by mail to ERS Registrar, 200 U.S. Courthouse, 316 North Robert Street, St. Paul, MN 55101. Classes are held in the Minneapolis office only. For assistance, please call the ERS Registrar at (651) 848-1053. Only attorneys receive passwords.

Attorney Name & #	
Firm Name	
Firm Address	
City, State, ZIP	
Telephone number	
E-Mail	

I want to file the required practice documents without attending training. Please issue a training password for each attorney named below. Training materials are on the Court's web site: **http://www.mnb.uscourts.gov/WebDir/Html/howto8.html**

I want to attend or send a staff member to the class in Minneapolis. Please send me a training password, and register me or my staff as noted below.   Choose a training date from the list on the Court's web site**, http://www.mnb.uscourts.gov/WebDir/Html/training_dates.html** and enter it below. Limited space available.

I am a certified ERS participant, or the attorney for whom I will file is a certified ERS participant. I do not need a password, but want to take the class.

Law Firm Certification: No practice filing is required when a certified coworker in your firm will be electronically filing on your behalf or helping you with filing. Include the name of the certified user here: Provide the required address and bar ID, and we will send you a user name and password for immediate use.

Names(s)	Attorney License number (insert "S" for staff member)	Possible Class Date	Possible Class Date

*NOTE: Before attending training or filing the required practice documents, you must have an Internet connection, word processing software, the complete Adobe Acrobat program (not just the free Acrobat Reader), and a scanner. If you file petitions, you must also have software that creates the petition and schedules in PDF format.